



**VIRGINIA WORKFORCE AND CAREER  
DEVELOPMENT SYSTEM**

**WORKFORCE INVESTMENT BOARD  
SELECTION GUIDANCE**

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## Workforce Investment Board Member Job Description and Qualifications Guidance

### Workforce Investment Board Job Description:

Virginia's seventeen (17) employer-led, business majority Local Workforce Investment Boards (LWIBs) are key components of the Commonwealth's Workforce and Career Development System. The LWIBs are responsible for the operation of the local Workforce and Career Development Systems, which provide worker education, training, and employment services through a wide variety of programs designed to help employers find skilled workers and to help job seekers prepare for, find, and retain employment.

As Virginia strives to produce a workforce with the required skills to maintain and enhance the Commonwealth's economy, the local Workforce and Career Development System must address the needs of the entire community: all employers, job seekers, job changers and students. Meeting the workforce development needs of the community requires LWIBs that operate as follows:

**Catalysts for Change in the Community** – Seizes opportunities for systemic change and advocates for change at the state and federal levels to achieve the LWIBs strategic goals.

**Strategic Planning** – Identifies and manages workforce and community issues, not programs and services. Engages stakeholders and aligns resources and LWIB activities with main priorities of the local community. Ideally spends a majority of every LWIB meeting on strategic objectives. Develops a strategic plan, which is updated annually, and holds an annual planning retreat.

**Inclusive** – Produces an integrated local career development system through which industry, labor and educational partnerships are developed. Establishes connections among people and agencies to make sure local needs are met through the coordination of programs and services.

**Decision Making** – Makes informed decisions based on strategic goals and the LWIB's role in the Commonwealth's Workforce and Career Development System. The LWIB is responsible for making strategic decisions, while LWIB staff is responsible for advising and supporting the LWIB.

## Workforce Investment Board Member Job Qualifications:

Given the extraordinary responsibilities of the LWIB to develop and maintain a streamlined and comprehensive local Workforce and Career Development System, a LWIB member, appointed by the Chief Local Elected Official on the basis of nominations received from the local business community, ideally should be:

**A Community Leader** – Local leader with a demonstrated ability to make a major difference. Committed to and respected by the local community. Has a passion for education, workforce development and economic development. Focused on major community issues. Willing to effectively communicate the local vision, and to engage and get full buy-in from others.

**Visionary** – Looks beyond the “business as usual” activities. “Pushes the envelope” with foresight, innovative ideas and creativity. Has the ability to paint the picture of the desired state of the workforce: determining where the LWIB wants to go, what it wants to achieve, and motivating its partners to move in the same direction.

**A Positive Change Agent** – Celebrates change, welcoming challenges as an opportunity for continuous improvement and a chance to shape the workforce of the future.

**A Strategic Decision-Maker** – Able to “think big,” see the broader workforce issues, and provide direction setting leadership based on the mission and strategic objectives of the WIB, customer needs and expectations, programs, and resources. Ideally, the individual should be in a senior level position, with optimum decision-making responsibility, within her/his organization.

**A Team Player** – Determined to accomplish the mission of the LWIB, with full participation in LWIB meetings and activities.

**Informed** – Knowledgeable and committed to learning more about workforce development needs of the entire community. Actively seeks out and becomes involved in broader workforce issues.



## Workforce Investment Board Member Nomination/Appointment Guidelines

The seventeen (17) Local Workforce Investment Boards (LWIBs) are the key components of the Commonwealth's Workforce and Career Development System. The LWIBs have the extraordinary responsibility of developing, sustaining and improving a streamlined and cohesive local workforce and career development system. Because of this, Chief Local Elected Officials play a major role in the system due to the nominations and appointments they make to the LWIBs.

Strong candidates for appointment to the LWIBs are individuals exhibiting very specific qualifications. LWIBs should be made up of individuals who reflect the broad scope and mission of the LWIB, and are capable of making major differences in their local communities. Using input from the LWIB Chair, from entities representing the various sectors comprising the LWIB, and from Labor and Chambers of Commerce, Chief Local Elected Officials should use the following list of characteristics as a recommended guideline for nominating and appointing LWIB members.

### **Recommended Guidelines for Board Member Selection**

- Demonstrates commitment to the community
- Visionary, creative
- Positive Change agent
- Innovative
- Willing and able to communicate local vision to others
- Strategic decision-maker in organization
- Fully participates in WIB meetings and activities
- Good team player
- Local opinion leader
- Well-respected in the community
- Informed and committed to learning more
- Focused on major local issues
- Satisfies federally-mandated constituency representation
- And other qualities that would serve the LWIB well

LWIB membership should also meet the composition requirements of the Workforce Investment Act (WIA) (or its successor legislation). The current WIA membership composition requirement is as follows:

<b>Mandatory Virginia Workforce Network Partner Program</b>	<b>Local Partner Entity</b>
Adult Education and Literacy	Local School Boards
Postsecondary Vocational Education	Local Community Colleges
Community Services Block Grant Act employment & training programs	Community Action Agencies
Welfare-to-Work	LWIB
Title I of the Rehabilitation Act	Department of Rehabilitative Services & the Department for the Visually Handicapped
Title V of the Older Americans Act	Area Agencies on Aging or Nationally Funded Older Worker Employment & Training Programs in the area.
WIA Title I Adult, Dislocated Worker & Youth Programs	WIB and/or the Local Government Grant Recipient
Employment Service (Wagner-Peyser), Unemployment Compensation, Trade Adjustment/NAFTA, Veterans Employment & Training Programs	Local Virginia Employment Commission Field Offices
U.S. Department of Housing & Urban Development (HUD) Employment & Training Programs	Redevelopment & Housing Authorities
Nationally Funded WIA Title I Program Entities, present in the area	Job Corps, Migrant & Seasonal Farm Workers Programs, Indian & Native American Programs, Veterans Programs and Youth Opportunity Grants